



School Councils Qld

Supporting State Schools

FACT SHEET: SCHOOL COUNCILS & P&C ASSOCIATIONS - SIMILARITIES AND DIFFERENCES

The information contained within the table below is derived from the Parents & Citizens Association Constitution and the School Council Constitution.

ROLES

SCHOOL COUNCILS	PARENTS & CITIZENS ASSOCIATIONS
The general role of the School Council is to guide the broad strategic direction of the school.	The general role of the P&C is to promote the interests of and facilitate the development and further improvement of the school by promoting parent participation and encouraging collaboration.
<p>The School Council will:</p> <ul style="list-style-type: none"> • Monitor the strategic direction of the school • Approve plans and policies of the school of a strategic nature • Approve other documents that affect strategic matters, including the school budget 	<p>The P&C will:</p> <ul style="list-style-type: none"> • Foster community interest in educational matters • Endeavour to build closer co-operation between the parents, members of the wider school community, staff members, and students • Provide recommendations to the Principal at the Principal's invitation, in relation to student issues and the general operations of the school • Give, or assist in the giving of financial or other resources or services, that benefit students of the school • Perform any other functions as required by the Minister for Education
<p>The School Council must not:</p> <ul style="list-style-type: none"> • Interfere with the management by the Principal of the day-to-day operations of the school and its curriculum • Make operational decisions about the use of teaching and learning resources • Make decisions about individual teaching styles • Make decisions that are contrary to law or written policy of the department 	<p>A P&C must not:</p> <ul style="list-style-type: none"> • Interfere with the management by the Principal of the day-to-day operations of the school and its curriculum • Make operational decisions about the use of teaching and learning resources • Make decisions about individual teaching styles • Make decisions that are contrary to law or written policy of the department

MEMBERSHIP

<p>Membership must number between a minimum of 6 and maximum of 15.</p>	<p>Executive officers are elected by members at AGM, and are limited and defined by the P&C constitution. Membership of the Association is open to:</p> <ul style="list-style-type: none"> • a parent of a child/student of the school • a staff member of the school • any adult who is interested in the welfare of the school <p>Membership to a P&C association is by application and submitted at AGM or General Meeting of the Association.</p>
<p>The Principal is automatically an official member.</p>	<p>The Principal is automatically a member.</p>
<p>Students can be members (1-2 in schools with Y10-12). Note: a Council in a Primary school may have 1 co-opted (non-voting) Year 6 student.</p>	<p>There are no student members.</p>
<p>Membership of the School Council is for a maximum of 2 years (see Section 10 of Constitution)</p>	<p>The Executive is elected annually and Membership is renewed annually at the AGM. The applicant must be in attendance if the application for membership is submitted to a General meeting.</p>
<p>Other than the Principal and the P&C President, who are automatic members, and any appointed members or co-opted (non-voting) Year 6 students, all members are elected as per the constitution.</p>	<p>The Executive is elected annually and Membership is renewed annually at the AGM. The principal is an automatic ex-officio member and is not required to submit a membership application form.</p>
<p>Proxies: The Principal may have a proxy for up to 2 meetings per year. The President of the P&C may appoint an 'alternative P&C member' when he/she cannot attend (see Section 5 of Constitution).</p>	<p>Proxies: No voting by proxy is allowed (see Section 18.4 of Constitution).</p>

FINANCE

<p>The School Council has no capacity to raise, borrow or invest money. School Councils HAVE NO FINANCIAL DELEGATION.</p> <p>The council must not:</p> <ul style="list-style-type: none"> • have control of funds • enter into contracts • acquire, hold, dispose of or deal with property <p>And cannot sue or be sued (see Section 2.5).</p>	<p>The P&C HAS FINANCIAL DELEGATION and has the capacity to:</p> <ul style="list-style-type: none"> • raise funds • borrow money • invest money • operate a deposit and withdrawal account with a financial institution • establish a school building fund • enter into certain other transactions or arrangements in accordance with the SBFA Act • enter into contracts, with the Principals written approval • have DGR School building fund registered with the Australian Tax Office (P&C must apply for a DGR)
<p>The School Council is not a statutory body (part of the Qld Department of Education or any other Government department), is not a body corporate, and does not have a separate legal identity (see Section 2.5).</p>	<p>The P&C is a statutory body under the Education (General Provisions) Act 2006 and is a separate legal entity to the school.</p>
<p>School Councils cannot operate businesses.</p>	<p>The P&C has the capacity to operate businesses e.g. a tuckshop, uniform shop, Out of School Hours Care.</p>
<p>School Councils may not employ staff.</p>	<p>The P&C may employ staff according to and under the appropriate State Industrial Awards and as per the Constitution.</p>

MEETINGS

<p>A School Council must meet at least twice per semester.</p>	<p>The P&C must meet at least 3 times per semester, usually once per month. Meetings are usually scheduled at the beginning of the year.</p>
<p>A School Council Chairperson may call a meeting at any time but, where possible, give written notice of the time and place of a meeting to each of the members at least 7 days before the meeting.</p>	<p>General Meetings are usually scheduled annually and therefore do not require notice. Notice of a Special Meeting should be given, by the Secretary, at least 7 days before the meeting. Notice of an AGM should be given, by the Secretary, at least 14 days before the meeting.</p>
<p>A quorum is two-thirds of the number of members.</p>	<p>A quorum for a General Meeting, AGM or Special Meeting is specified in the P&Cs Constitution and is usually between 3 and 10.</p>
<p>Each member present at a meeting has one vote on each motion and if the votes are equal, the member presiding has a casting vote.</p>	<p>Each member present at a meeting has one vote on each motion and if the votes are equal, the President or Chair has a casting vote.</p>
<p>The order of business at a meeting of a School Council is as follows:</p> <ol style="list-style-type: none"> 1. Apologies 2. confirmation of the minutes of the previous meeting 3. business arising from the minutes of the previous meeting 4. correspondence received since the previous meeting- inward and outward 5. business arising from the correspondence 6. reports 7. motions on notice 8. general business 9. next meeting. 	<p>The order of business at a general meeting of a P&C is conducted as per the Constitution in the following order:</p> <ol style="list-style-type: none"> 1. Apologies 2. confirmation of the minutes of the previous general meeting 3. business arising from the minutes of the previous general meeting 4. correspondence received since the previous general meeting- inward and outward 5. business arising from the correspondence 6. table Executive Committee's decisions (if any) 7. treasurer's report and financial statement, and any business arising from Treasurer's report and financial statement 8. subcommittee reports and financial statements, and any business arising from subcommittee reports and financial statements 9. other reports 10. motions on notice 11. general business 12. applications for membership and recording of new members.
<p>A School Council must not establish a committee or subcommittee.</p>	<p>A P&C may establish subcommittees it considers appropriate for purposes consistent with the objectives and functions of the Association (including, for example, subcommittees for special purposes such as a swimming club or tuckshop). The P&C appoints members and officers to a subcommittee, from the membership body.</p>